

- The following Desk Aid instructs users on overall functionality of INF43 and gives several examples of Deposit Uploads using INF43.
- INF43 Excel Deposit Upload is available to any Agency using the Accounts Receivable module in SMART.
- The INF43 Spreadsheet may be requested by logging a ticket with the Help-Desk.
 - The Category that should be selected is: Accounts Receivable
 - The Sub-Category that should be selected is: INF43 File Request
 - In this ticket please include the email address in which the file needs sent
- The INF43 Spreadsheet may not be used by any non-state employee.
- The INF43 Spreadsheet may not be used on any non-state owned computer.
- The INF43 Spreadsheet may not be emailed to additional users.
- It is highly encouraged that the INF43 Spreadsheet be saved on a Shared Drive so multiple users within an Agency can access if needed.

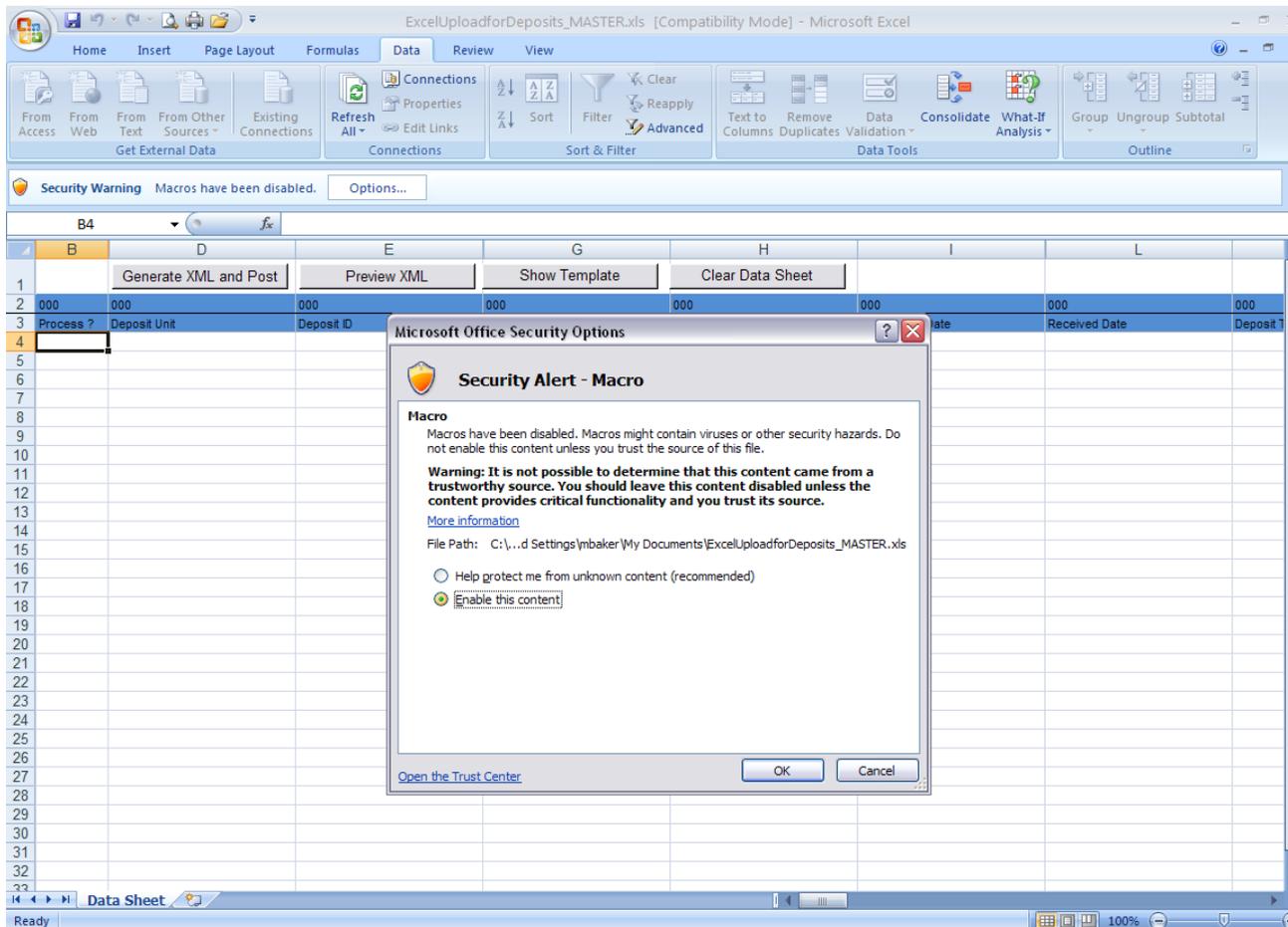
- A user must have Excel 2003 or newer installed on their machine in order to utilize INF43.
- A user must be able to 'Enable Macros' on their machine in order to utilize INF43.
- INF43 is password protected meaning that you cannot edit, reformat or delete columns.
- The following Deposit Types can be processed via INF43
 - (A) Adjustments
 - (C) Customer Receipts (receipt that references a Pending Item)
 - (E) EFT Receipts
 - (I) Initiating Interfunds
 - (M) Misc. Receipts (Direct Journal)
 - (N) Insufficient Funds
 - (R) Reciprocating Interfunds

- There are Four buttons across the top of the INF43 Excel Spreadsheet.
 - Generate XML and Post
 - This button sends the Deposit information in the spreadsheet into SMART
 - Preview XML
 - This button allows a user to look at the XML that will be generated and sent to SMART upon clicking the 'Generate XML and Post' button
 - Show Template
 - This button is password protected therefore is not an option for selection
 - Clear Data Sheet
 - This button clears the data in entire spreadsheet
- There are informational boxes that appear when you tab into the fields on Row 3 of the INF43 Spreadsheet.

	B	D	E	G	H	I	L
1		Generate XML and Post	Preview XML	Show Template	Clear Data Sheet		
2	000	000	000	000	000	000	000
3	Process ?	Deposit Unit	Deposit ID	Control Count	Control Total	Accounting Date	Received Date
4	Process? Y-Yes N-No						
5							
6							
7							
8							

•Step 1: Enable Macros

- There is a Security Warning that exists, click the ‘Options’ button.
- When the Security Alert – Macro window opens, select the ‘Enable this Content’ radio button and click ‘OK’.



- Step 2: Complete the Blue shaded columns – All Deposit Types
 - Blue shaded columns are designated for all Deposits (Interfund and Non-Interfund), the listing below describes these fields and whether they are required (*) or not:
 - Process***: This Field must be marked as ‘Y’ in order to generate XML
 - Deposit Unit***: This is your Agency Number plus two zeros (ex: 17300)
 - Deposit ID***: This can be set to ‘NEXT’ or user defined (will not allow duplicates)
 - Control Count***: This is the total number of payments included in the Deposit
 - Control Total***: This is the total amount of all payments included in the Deposit
 - Accounting Date**: This date must be in an Open Period in SMART. If left blank, it will default to the date the XML is generated
 - Received Date**: This is an informational only date. If left blank, it will default to the date the XML is generated
 - Deposit Type***: Valid value defined in SMART (A, C, E, I, M, N, R)
 - Payment ID***: User defined value
 - Payment Amount***: Amount of payment
 - Payment Method***: Valid value defined in SMART (CSH, CHK, RCK, EFT)
 - Misc. Payment***: Y-Direct Journal, N-All Others
 - Total Checks***: If Payment Method is CHK, a count must be input here
 - Accounting Date**: This date must be in an Open Period in SMART. If left blank, it will default to the date the XML is generated

- Step 3: Complete the Yellow shaded columns – All Interfund Deposits & Deposits that reference Pending Items
 - Yellow shaded columns are required on Interfund Deposits and Deposits that reference Pending Items, the listing below describes these fields and whether they are required (*) or not:
 - Customer ID***: Valid value in SMART
 - Business Unit***: Agency Number plus two zeros (ex: 17300)
 - MICR ID**: This is a free form field (30 characters)

- Step 4: Complete the Purple shaded columns – Any Deposit that references a Pending Item
 - Purple shaded columns are required on Deposits that reference Pending Items (Interfund or Non-Interfund), the listing below describes these fields and whether they are required (*) or not:
 - Qualifier Code***: Always 'I'
 - Reference***: This is the Item ID (Invoice ID) being referenced

- Step 5: Complete the Green shaded columns – Direct Journals Only
 - Green shaded columns are required on Direct Journal Deposits (Interfund and Non-Interfund)
 - If a **SpeedChart** is used, the only fields that are required are **GL Business Unit** and **Monetary Amount**.
 - If a SpeedChart is not used, the listing below describes the fields that are available and whether they are required (*) or not:
 - GL Business Unit***: This is Agency number plus two zeros (ex: 17300)
 - Account (only if SpeedChart is not used)***: Valid Value in SMART
 - Department (only if SpeedChart is not used)***: Valid Value in SMART
 - Fund (only if SpeedChart is not used)***: Valid Value in SMART
 - Service Location (only if SpeedChart is not used)**: Valid Value in SMART
 - Program (only if SpeedChart is not used)***: Valid Value in SMART
 - Budget Unit (only if SpeedChart is not used)***: Valid Value in SMART
 - Agency Use (only if SpeedChart is not used)**: Valid Value in SMART
 - PC Business Unit (only if SpeedChart is not used)**: This is Agency number plus two zeros (ex: 17300)
 - Project (only if SpeedChart is not used)**: Valid Value in SMART
 - Activity (only if SpeedChart is not used)**: Valid Value in SMART
 - Source Type (only if SpeedChart is not used)**: Valid Value in SMART
 - Category (only if SpeedChart is not used)**: Valid Value in SMART
 - Subcategory (only if SpeedChart is not used)**: Valid Value in SMART
 - Monetary Amount***: Amount (this amount is opposite of the Payment amount (ex: Payment Amount=\$50.00, Monetary Amount=\$-50.00))
 - ChartField 2 (only if SpeedChart is not used)**: Valid Value in SMART

• Example 1: Non-Interfund Deposit – 1 Direct Journal Payment (Blue Columns)

2	000	000	000	000	000	000	000	000	001	001	001	001	001	001
3	Process ?	Deposit Unit	Deposit ID	Control Count	Control Total	Accounting Date	Received Date	Deposit Type	Payment ID	Payment Amount	Payment Method	Misc. Payment	Total Checks	Accounting Date
4	Y	26400	NEXT		1 500.00	2010-06-01	2010-06-01	M	158498	500.00	CHK	Y	1	2010-06-01
5														
6														
7														
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•Example 1: Non-Interfund Deposit – 1 Direct Journal Payment without SpeedChart (Green Columns). Note: Anytime a Payment is a Direct Journal the green columns **MUST BE** completed.

2	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	
3	SpeedChart Key	GL Business Unit	Account	Department	Fund	Service Location	Program	Budget Unit	Agency Use	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Monetary Amount	ChartField 2	
4		26400	421100	2642101112	1000		01030	0202									-500.00	
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• Example 2: Non-Interfund Deposit – 1 Direct Journal Payment (Blue Columns)

2	000	000	000	000	000	000	000	000	001	001	001	001	001	001
3	Process ?	Deposit Unit	Deposit ID	Control Count	Control Total	Accounting Date	Received Date	Deposit Type	Payment ID	Payment Amount	Payment Method	Misc.Payment	Total Checks	Accounting Date
4	Y	26400	NEXT		1 500.00	2010-06-01	2010-06-01	M	158498	500.00	CHK	Y	1	2010-06-01
5														
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- Example 2: Non-Interfund Deposit – 1 Direct Journal Payment with SpeedChart (Green Columns)

2	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004
3	SpeedChart Key	GL Business Unit	Account	Department	Fund	Service Location	Program	Budget Unit	Agency Use	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Monetary Amount	ChartField 2
4	264HLTH															-500.00	
5																	
6																	
7																	
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• Example 3: Non-Interfund Deposit – 5 Direct Journal Payments (Blue Columns)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	000	000	000	000	000	000	000	000	001	001	001	001	001	001	
3	Process ?	Deposit Unit	Deposit ID	Control Count	Control Total	Accounting Date	Received Date	Deposit Type	Payment ID	Payment Amount	Payment Method	Misc. Payment	Total Checks	Accounting Date	
4	Y	26400	NEXT		5 578.00	2010-06-01	2010-06-01	M	1	500.00	CHK	Y	1	2010-06-01	
5	Y								2	25.00	CSH	Y		2010-06-01	
6	Y								3	35.00	CHK	Y	1	2010-06-01	
7	Y								4	15.00	CSH	Y		2010-06-01	
8	Y								5	3.00	CSH	Y		2010-06-01	
9															
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- Example 3: Non-Interfund Deposit – 5 Direct Journal Payments without SpeedChart (Green Columns)

2	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004
3	SpeedChart Key	GL Business Unit	Account	Department	Fund	Service Location	Program	Budget Unit	Agency Use	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Monetary Amount	ChartField 2
4		26400	421100	2642101001	1000		01030	0202								-500.00	
5		26400	421100	2642101112	1000		21000	0083								-25.00	
6		26400	422100	2642101112	2092		22000	2060								-35.00	
7		26400	420100	2642101001	1000		01030	0202								-15.00	
8		26400	420100	2642101112	2099		21000	2010								-3.00	
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• Example 4: Non-Interfund Deposit – 5 Direct Journal Payments (Blue Columns)

2	000	000	000	000	000	000	000	000	001	001	001	001	001	001
3	Process ?	Deposit Unit	Deposit ID	Control Count	Control Total	Accounting Date	Received Date	Deposit Type	Payment ID	Payment Amount	Payment Method	Misc. Payment	Total Checks	Accounting Date
4	Y	26400	NEXT		5 578.00	2010-06-01	2010-06-01	M	1	500.00	CHK	Y	1	2010-06-01
5	Y								2	25.00	CSH	Y		2010-06-01
6	Y								3	35.00	CHK	Y	1	2010-06-01
7	Y								4	15.00	CSH	Y		2010-06-01
8	Y								5	3.00	CSH	Y		2010-06-01
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- Example 4: Non-Interfund Deposit – 5 Direct Journal Payments with SpeedChart (Green Columns)

2	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004
3	SpeedChart Key	GL Business Unit	Account	Department	Fund	Service Location	Program	Budget Unit	Agency Use	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Monetary Amount	ChartField 2
4	264HLTH															-500.00	
5	264ENV															-25.00	
6	264IJRF															-35.00	
7	264PSTD															-15.00	
8	264NEWI															-3.00	
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• Example 5: Non-Interfund Direct Journal – 5 Payments (Blue Columns)

2	000	000	000	000	000	000	000	000	001	001	001	001	001	001
3	Process ?	Deposit Unit	Deposit ID	Control Count	Control Total	Accounting Date	Received Date	Deposit Type	Payment ID	Payment Amount	Payment Method	Misc. Payment	Total Checks	Accounting Date
4	Y	26400	NEXT		5 578.00	2010-06-01	2010-06-01	M	1	500.00	CHK	Y	1	2010-06-01
5	Y								2	25.00	CSH	Y		2010-06-01
6	Y								3	35.00	CHK	Y	1	2010-06-01
7	Y								4	15.00	CSH	Y		2010-06-01
8	Y								5	3.00	CSH	Y		2010-06-01
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- Example 5: Non-Interfund Deposit – 5 Direct Journal Payments; 2 with SpeedCharts and 3 without (Green Columns)

2	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004
3	SpeedChart Key	GL Business Unit	Account	Department	Fund	Service Location	Program	Budget Unit	Agency Use	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Monetary Amount	ChartField 2
4	264HLTH																-500.00
5		26400	420100	2642101001	1000		01030	0202									-25.00
6		26400	421100	2642101221	2092		21000	2010									-35.00
7	264PSTD																-15.00
8		26400	421100	2642101001	1000		22000	0083									-3.00
9																	
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•Example 6: Interfund Deposit– 1 Direct Journal Payment (Blue Columns)

2	000	000	000	000	000	000	000	000	001	001	001	001	001	001
3	Process ?	Deposit Unit	Deposit ID	Control Count	Control Total	Accounting Date	Received Date	Deposit Type	Payment ID	Payment Amount	Payment Method	Misc.Payment	Total Checks	Accounting Date
4	Y	26400	NEXT		1 458.00	2010-06-01	2010-06-01	I	1	500.00	CSH	Y	1	2010-06-01
5														
6														
7														
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• Example 6: Interfund Deposit– 1 Direct Journal Payment without SpeedChart (Green Columns)

2	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004
3	SpeedChart Key	GL Business Unit	Account	Department	Fund	Service Location	Program	Budget Unit	Agency Use	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Monetary Amount	ChartField 2
4		26400	421100	2642101001	1000		01030	0202									-458.00
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State of Kansas INF43 Excel Deposit Upload

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- Example 7: Three Deposits – (1) Deposit with two Direct Journal Payments, (2) Deposit with one Direct Journal Payment, (3) Deposit with three Payments, one referencing a Pending Item and two Direct Journal Payments (Blue Columns)

2	000	000	000	000	000	000	000	000	001	001	001	001	001	001
3	Process ?	Deposit Unit	Deposit ID	Control Count	Control Total	Accounting Date	Received Date	Deposit Type	Payment ID	Payment Amount	Payment Method	Misc.Payment	Total Checks	Accounting Date
4	Y	17300	NEXT		2 1500.00	2010-06-09	2010-06-09	M	4586	750.00	CHK	Y	5	2010-06-09
5	Y							M	8859	750.00	CSH	Y		2010-06-09
6	Y	17300	NEXT		1 3000.00	2010-06-09	2010-06-09	E	254	3000.00	EFT	Y		2010-06-09
7	Y	17300	NEXT		3 1500.00	2010-06-09	2010-06-09	M	5695	500.00	CSH	Y		2010-06-09
8	Y					2010-06-09	2010-06-09	C	1235	500.00	CHK	N	1	2010-06-09
9	Y					2010-06-09	2010-06-09	M	4778	500.00	CSH	Y		2010-06-09
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•Example 7: Multiple Deposits (Yellow & Purple Columns)

2	002	002	002	003	003
3	Customer ID	Business Unit	MICR ID	Qualifier Code	Reference
4					
5					
6			JOS FLORAL		
7					
8	00000001	17300		I	173DL14
9					
10					
11					
12					
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•Example 7: Multiple Deposits.

2	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004	004
3	SpeedChart Key	GL Business Unit	Account	Department	Fund	Service Location	Program	Budget Unit	Agency Use	PC Business Unit	Project	Activity	Source Type	Category	Subcategory	Monetary Amount	ChartField 2
4		17300	421100	1731010200	1000		01031	0210	BOCS							-750.00	
5		17300	421100	1731010200	1000		01031	0210	BAS							-750.00	
6		17300	421210	1731010100	1800		01031	1801								-3000.00	
7	173DAS															-500.00	
8																	
9		17300	421100	1731020100	1000		01210	0083								-500.00	
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